EAC-CPF - Best Practice Guide Plan

Aims of the Best Practice Guide:

The Best Practice Guide is intended to be a growing document that describes and provides examples of complex encodings and concepts in EAC-CPF. While the Tag Library describes each element individually, the Best Practice Guide will provide more in-depth descriptions and examples of sets of elements and attributes being used in a variety of use cases.

- Explain the usage of a set of describing elements and attributes with different use cases, e.g. for names, dates, rules, other complex objects.
- Give best practice examples from EAC-CPF users for the different use cases.
- Show example encodings, designed or real ones, to clarify the encoding.
- Provide an ideal example encoding and a short one.

Suggested complex elements or use cases we might include in the Best Practice Guide[1]	Existing topic papers that can be adapted to include in Best Practice Guide[2]	
Name encoding	Names (GitHub) #117 #118 #252	Silke
Date encoding	Dates (GitHub) #179 #180 #181 #182	Ailie
Place encoding	Place encoding (Google)	Kerstin
Relations	Relations (GitHub) #210 #214 #215 #222	Silke
Functions		
Use of multiple languages		
Control	#81 #100 #130 #140	Silke

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[1] This list has been compiled from discussions during the Chicago meetings in 2020, and the recent webinars on EAC-CPF 2.0.

[2] Either on GitHub (https://github.com/SAA-SDT/TS-EAS-subteam-notes/tree/master/eaccpf-subteam/working-documents/topics) or in the Google folder.

Sources		
Rules/conventions		Silke: conventions within control
Internal referencing	References (Google) #172 #173 #174 #175	Ailie
External referencing	References (Google) Vocabulary Source (Google) #45 #102 #113 #146 #147 #148	Ailie
Assertion descriptions	Assertions (GitHub)	#96
	Entity type (GitHub) #116 #141	Kerstin
	Identifiers (GitHub) #83 #87 #115	Silke: within control
	biogHist (Google) #169 #170	Iris
	Lists (Google)	Kerstin
	Local type (Google)	
Include XML code	#112	Mark
Plural elements / sets	#138	
Schematron validation	#159	

Call for help:

The Best Practice Guide will be built on and further developed over time, but in order to get a first version ready to be released with EAC-CPF 2.0, I am going to need some assistance.

- Am I missing anything from the list of topic papers?
- Do all of the topics covered in the papers need to be included?
- What are the highest priorities to include in the first version of the Best Practice Guide?
- Can anyone who prepared topic paper(s) be prepared to review and rework the topic paper to be a guide for usage, rather than a proposal for changing the schema? Add your name to the list of suggested concepts to include in the Best Practice Guide. For

people who worked on multiple topic papers, please nominate one or two that you would like to work on and we can distribute others across the team.

Notes from Meeting 4/6/2021

Write the text, request encoding examples from other team members (collect examples in the second half of the year).

Decide on consistent formatting/headings for to be used across each section - Ailie to send around suggestions soon.

There may be changes to the schema after the feedback but that will mainly impact on examples so shouldn't prevent the text being worked on now.

High priority sections for the first version of the guide are the purple headings in the table above.

The first version of the guide should be ready in time for the release of EAC-CPF 2 at the end of the year. It will not be being submitted to standards for approval so it can be worked on for most of the second half of the year.

In this version we will be focussing on EAC usage for elements and attributes that are shared with EAD, with an awareness that these may be edited and used with EAD as well in the future.

Best Practice Guide will be on the agenda for upcoming EAC meetings so any issues and questions can continue to be raised.